

THIS NOTICE EXPIRES

25X1A

NOTICE

PERSONNEL  
1954

## EMPLOYEE SERVICES

### RECEPTION OF NEW PERSONNEL

#### 1. INTRODUCTION

Because of the importance of first impressions, it is essential that each person reporting for initial duty with the Agency be properly welcomed, oriented, and briefed. This Notice briefly describes orientation procedures during Agency entrance on duty processing and suggests points to be covered in the reception of personnel in the immediate office of assignment.

#### 2. AGENCY ORIENTATION

##### a. OFFICE OF PERSONNEL

During entrance on duty processing, new personnel receive formal orientation as indicated below. Only unclassified material is presented in this step because some personnel are included who have not yet received full security clearance.

##### (1) Staff Employees

A group orientation session is conducted weekly by the Office of Personnel for new staff employees. It is designed to acquaint them with certain basic Civil Service and Agency Regulations pertaining to their employment, to familiarize them with available benefits and employee services, and to assist them to meet their immediate needs for housing and transportation.

##### (2) Detailed Military Personnel

Individual or group orientation sessions are conducted as often as necessary in the Military Personnel Division, Office of Personnel, for detailed military personnel. Information similar to that described in paragraph 2a above is presented with modifications as required by the military status of the individuals concerned.

##### b. AGENCY INDOCTRINATION COURSE

After obtaining full security clearance, new personnel receive an Agency Indoctrination Course covering the language of intelligence, the mission, functions and objectives of CIA, and the internal organization, mission, and functions of the various components of CIA. (See Regulation  ) This indoctrination course deals with the whole Agency and is necessarily general in nature.

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**3. RECEPTION IN IMMEDIATE OFFICE OF ASSIGNMENT**

The reception and briefing received by a new person in the organizational unit to which he is assigned are most important steps in the entrance on duty process. Although the diversity of activities within the Agency prevents adoption of a uniform briefing in all components, an impression of cordiality and efficiency may be imparted by a well-planned reception such as that suggested below.

- a. The new person should be given a friendly reception by his immediate supervisor at the first opportunity. He should be introduced to associates in his immediate organization and, whenever possible, to others with whom he will have frequent contact.
- b. To the maximum extent possible within the unit's own security requirements, the new person should receive a briefing regarding the functions of his unit and should be shown an organization chart indicating the lines of authority or chain of command over and under him.
- c. He should be given a thorough explanation of the duties he is to perform and how they relate to the accomplishment of the unit's mission. In addition, any unusual circumstances or conditions under which he may be required to work should be explained.
- d. As soon as practicable, the immediate supervisor or a designated staff member should give the new person more detailed briefing in local procedures, security restrictions, facilities, regulations and ground rules, and generally assist him in becoming familiar with his new work environment.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

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L. K. WHITE  
Deputy Director  
(Administration)

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